



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: AUTOMOTIVE POOL MANAGER I

SALARY RANGE:	Range A: \$3,405 - \$4,216 per month <small>*The Starting Salary shown applies to those first entering State Service. The maximum salary is typically for State Employees who meet the necessary criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Limited Term (24-month)/Full Time* <small>*Please note this is a Limited Term appointment with the potential of becoming permanent.</small>
PROGRAM / DEPARTMENT:	General Services Department (Motor Pool)
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has a Limited Term (24-month), Full-time vacancy for an Automotive Pool Manager I. Appointment into this position will be on a Limited Term, (24-month) basis with the potential of becoming permanent. Under the general direction of the General Services Administrator II, the Automotive Pool Manager I will supervise, plan, organize the operation of Sonoma Developmental Center's vehicle pool and garage; supervise staff including Automotive Equipment Operators, Automobile Mechanics, and Heavy Equipment Mechanics; supervise and coordinate the facility's transportation system for individuals residing at Sonoma; coordinate and maintain State-owned vehicles for employee use; develop and prepare budget estimates for the department; prepare purchase orders for vehicle parts, supplies, equipment, tools, and services; provide recommendations for new and replacement equipment purchases; creates reports and spreadsheets to provide information on the department; assist in the development of policies and procedures that pertain to the Motor Pool; maintains communication with the Department of General Services, Board of Automotive Repair, Department of Motor Vehicles, and other state agencies regarding vehicle matters, participates in various training programs provided by Sonoma and other state agencies; and analyzes and maintains detailed department operational records.

WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of any one of the following: Being a current or former California State Civil Service employee (lateral transfer or reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification and other related information may be found on the website at www.calhr.ca.gov. Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center
Porter Administration Building (PAB)
Human Resources Examination Unit – Room #124
P.O. Box 1493 (Please use for mailing)
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6650 Karrie Hubbenette for questions specific to duties of the position. Eligibility will be determined by the selection Facility analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

BRD: 03/20/15; FFD: Until Filled; Class Code: 6895 S12